[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notification of Contract Extension

Dear [Employee Name],

We are pleased to inform you that [Company Name] has decided to extend your current employment contract. This extension is a reflection of your performance and contributions to the team.

The details of your extension are as follows:

- **New Expiry Date:** [New End Date]
- **Position:** [Job Title]
- **Department:** [Department Name]

All other terms and conditions of your original employment agreement dated [Original Start Date] remain in full force and effect.

Please sign and return the attached copy of this letter by [Deadline Date] to signify your acceptance of this extension. If you have any questions, please contact the Human Resources department.

Thank you for your continued hard work and dedication.

Sincerely,

[Manager Signature]
[Manager Name]
Human Resources Manager
[Company Name]

Acceptance:

I, [Employee Name], accept the extension of my employment contract as outlined above.

Signature: _____ Date: _____